

NOTICE TO ADMIT [#FACTS #AUTHENTICITY OF DOCUMENTS #FACTS AND AUTHENTICITY OF DOCUMENTS]

COURT DETAILS

Court

#Division

#List

Registry

Case number

TITLE OF PROCEEDINGS

[First] plaintiff **[name]**

#Second plaintiff #Number of
plaintiffs (if more than two)

[First] defendant **[name]**

#Second defendant #Number of
defendants (if more than two)

PREPARATION DETAILS

Prepared for **[name]** [role of party eg plaintiff]

#Legal representative [solicitor on record] [firm]

#Legal representative reference [reference number]

Contact name and telephone [name] [telephone]

Contact email [email address]

NOTICE TO [ROLE OF PARTY]

#The [role of party requiring admission] requires you to admit the following facts:

1 [list facts in numbered paragraphs]

#The [role of party requiring admission] requires you to admit the authenticity of the following documents:

1 [list documents]

SIGNATURE

#Signature of legal representative

#Signature of or on behalf of
party if not legally represented

Capacity [eg solicitor, authorised officer, role of party]

Date of signature

HOW TO RESPOND

If you do not, within 14 days after service of this notice on you, serve a notice on the party requiring admission disputing any fact (and the authenticity of any document) in this notice, that fact (and the authenticity of that document) will, for the purpose of these proceedings, be admitted by you in favour of the party requiring admission.